

**Kansas Department of Health and Environment  
Board of Adult Care Home Administrators  
Meeting of December 7, 2007**

The Board of Adult Care Home Administrators met Friday, December 7, 2007 at 1:30 p.m. in Classroom D of the Kansas National Education Association Building, 715 SW 10<sup>th</sup>, Topeka, Kansas.

**Members Present**

Amy Hoch Altwegg  
Dawn Veh  
Kevin Bryant  
Jinna Jeffery  
Wanda Bonnel  
Marian Heusted  
William Boldgridge

**Staff Present**

Camille Nohe  
Marla Rhoden  
Steve Irwin  
Brenda Kroll  
Mary Flin

**Others Present**

Phyllis Kelly, KACE  
Mary Sloan, KAHSA  
Doug Frihart, ACHCA

**1. Call Meeting to Order**

Chair Veh called the meeting of the Board of Adult Care Home Administrators to order at 1:32 p.m.

**2. Minutes**

**Minutes of Meeting 09/07/2007**

Chair Veh asked for comments/corrections to the minutes of the September 7, 2007 meeting.

**ACTION:** Jinna Jeffery moved that the minutes of the 09/07/2007 meeting of the Board of Adult Care Home Administrators be approved as submitted. The motion was seconded by Marian Heusted and carried unanimously.

**3. Complaints**

Ms. Jeffery reported that there was one new case but the administrator did not have the opportunity to respond yet so the complaint was tabled until the next meeting. The CIC reviewed one other complaint involving an allegation of failure to report an incident. The CIC determined it did not warrant any disciplinary action. However, the CIC requested that a cautionary letter be drafted by Ms. Snyder.

**4. Reports**

**A. NAB Test Results**

Brenda Kroll provided copies and an overview of the NAB test results report for the third quarter of 2007. A total of sixteen candidates tested with ten of those passing for a pass rate of 62.00% for the third quarter.

Ms. Kroll noted that of the ten candidates who passed the NAB exam in the third quarter, nine passed on their first attempt with one passing on the second attempt.

**B. Temporary License Report**

Ms. Kroll provided a copy and overview of the temporary license report for temporary licenses issued from July 1, 2007 through November 30, 2007. There are currently nine active temporary licensees. Of those, five are completing their AIT experiences, two are preparing for the NAB test, one is accumulating CE hours for reinstatement purposes and one is serving in an interim position.

**2. Update**

**A. NAB Domains of Practice**

Chair Veh reported that the final approval for the NAB Domains of Practice was made at the November 2007 meeting. The changes will be incorporated into the NAB test questions in the Spring of 2009. After Board discussion it was determined that a copy of the Domains of Practice will be attached to the proposed regulations. Marla Rhoden will check to see if a Domains-specific document is available.

**B. SB 351 (Office of Administrative Appeals)**

Ms. Rhoden reminded the Board members that SB 351 would remove the hearing process from boards and require all hearings go to another party. Because boards would have no part in the hearing process, a group of interested parties prepared testimony in opposition of SB 351. The Board of Adult Care Home Administrators was included as an interested party as approved by Chair Veh. The Special Committee on Judiciary met August 28, 2007 to discuss SB 351.

Ms. Rhoden noted that the letter opposing SB 351 was submitted and that the issue is still live.

**C. AIT Verification (Item 7B from 09/07/07 BACHA meeting.)**

Ms. Kroll updated the Board on the status of the license applicant who began their AIT program with a coordinating school in 2005 and completed the training in 2007. During the time the applicant was training the school discontinued their AIT program. The school was struggling to locate records necessary to provide verification of completion of the AIT program. At the September 7, 2007 meeting the Board advised the applicant to continue working with the school to verify the completion for a period of 30 days. If, after 30 days, the applicant was unable to acquire “official” verification, the Board would meet via conference call to discuss.

The school was able to provide “official” verification within the 30 day period and the applicant has since taken and passed the NAB test. Their license was issued 10/04/2007.

**D. On-Line License Renewal Status**

Ms. Kroll noted that Kansas licensed speech-language pathologists and audiologists were the first profession to utilize the new online renewal system. To date, 66% of the renewals were

completed online. There were no problems with the system and the feedback received was positive. Ms. Kroll read excerpts from some of the emails, notes and calls.

6. **License Candidate**

**Applicant for initial license who failed the NAB test three times.**

Ms. Kroll summarized the application materials and test results for the three NAB tests. It was noted that the applicant is currently employed at a nursing facility in a different capacity and would appreciate the opportunity to take the NAB test again. The applicant feels that test anxiety is part of the problem and is working through their test anxiety issues.

**ACTION:** Ms. Jeffery moved that the applicant be allowed to take the NAB test again. The motion was seconded by William Boldridge and carried.

7. **Potential AIT Training Curriculum (NAB AIT Training Manual)**

Camille Nohe explained that until the proposed regulations are in effect the Board can only review programs. One program was previously Board approved and since there is a candidate already in training it is alright for them to continue their training. The facility has been notified not to start any new AITs until the regulations are adopted.

KACE is considering a program which would utilize the NAB five-step program for AITs and as well as a NAB study guide. Discussion on this program was tabled until the regulations are adopted.

8. **Letters of Exemplary Performance and Zero Deficiency Letters**

Ms. Rhoden read excerpts from a Zero Deficiency Letter awarded to Robert Hammond, Administrator at Quaker Hill Manor in Baxter Springs, Kansas.

9. **Other Business**

♦Ms. Jeffery reported attending the **NAB conference** held in Las Vegas in November, 2007. She attended a brief orientation to NAB and some committee meetings. Ms. Jeffery noted that most activities dealt with soliciting committee members but unless an individual was an administrator or a college instructor they couldn't serve.

Ms. Jeffery attended a committee meeting where there was discussion of NAB certification for assisted living operators. There was a proposal that assisted living operators take the specific NAB exam for assisted living and complete an AIT program. After the committee meeting Ms. Jeffery met with a panel member from a state that implemented the requirements and expressed concern that assisted living representatives were not represented on the panel.

Chair Veh reported that the **Kansas Department on Aging** is considering proposed regulation changes regarding assisted living facilities. Ms. Rhoden noted that there is a meeting next Monday with KDOA and KHCA regarding the smaller assisted living facilities and the operator course.

**10. Public Comment**

Mary Sloan with KAHSA brought a question from Debra Zehr asking why schools are not offering the practicum program and asking if this could be contributing to the decreasing numbers of adult care home administrators.

Ms. Kroll reported what she had learned from some of the out going school programs.

Phyllis Kelly with KACE reported that KACE formed a “Deficient Practices Workgroup.” Ms. Kelly noted that zero deficiency surveys are going down and there are fewer exemplary performance letters being awarded. KACE asked Marty Kennedy with KDOA if anything could be done to recognize facilities. The KACE Board has approved sending letters of commendation to facilities receiving ten or fewer deficiencies with no G+ or above and no substandard quality of care issues. Ms. Kelly noted that KACE would be happy to share those commendations and has notified Marty Kennedy that KACE is requesting the survey data.

Ms. Kelly reported that the two facilities in Kansas which were listed as two of the 54 worst adult care homes are really on the road to improvement. Ms. Jeffery noted that the CIC discussed the report and were not concerned as none of the administrators have had complaints received by the CIC.

**11. Next Meeting**

The Board set the meetings for the 2008 year as follows:

March 14, 2008, June 13, 2008, September 12, 2008 and December 12, 2008 all on Fridays with the CIC meeting at 11:00 a.m. and the Board meeting following at 1:00 p.m.

**Adjourn**

The meeting adjourned at 2:35 p.m.